

Surrey Heath Borough Council
Employment Committee
12th October 2023

Organisational Change Policy and Procedure

Strategic Director/Head of Service	Sally Kipping
Report Author:	Julie Simmonds – HR Manager
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with details of a revised Organisational Change Policy and Procedure to give guidance to staff when their service or team are going through a restructure. All changes in the Policy are track changed for ease.

Recommendation

The Employment Committee is advised to RESOLVE that the revised Organisational Change Policy and Procedure, which is attached at Annex A, be adopted.

1. Background and Supporting Information

- 1.1 This policy was created from Surrey Heath Borough Councils Employment Stability Policy and was reviewed by the Joint Staff Consultative Group at its meeting on 14 September 2023.
- 1.2 The JSCG agreed to recommend that the use of the word ‘complete’, in relation to ring fenced interviews should be replaced with ‘have the opportunity to be considered for the role or roles’.

2. Reasons for Recommendation

- 2.1 To ensure that all SHBC staff have guidance on processes during a restructure of their service or team.

3. Proposal and Alternative Options

- 3.1 Adoption of this Organisational Change Policy and Procedure.

4. Contribution to the Council's Five Year Strategy

No matters arising.

5. Resource Implications

5.1 No increase of resources required.

6. Section 151 Officer Comments:

6.1 This Organisational Change Policy and Procedure was taken to CMT for review and comment on 29th August 2023

7. Legal and Governance Issues

N/A

8. Monitoring Officer Comments:

8.1 This Organisational Change Policy and Procedure was taken to CMT for review and comment on 29th August 2023

9. Other Considerations and Impacts

Environment and Climate Change

9.1 N/A

Equalities and Human Rights

9.2 Equalities Impact Assessment will be completed.

Risk Management

9.3 n/a

Community Engagement

9.4 Not applicable.

Annexes

Annex A - Proposed Revised Organisational Change Policy and Procedure